MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Patient Room Search	Related Policies:	
Policy Number: STP 19	Standards/Statutes: ARM 37.27.121	
Effective Date: October 23, 2003	Page 1 of 2	

PURPOSE: To identify unauthorized items and to provide staff with guidelines for conducting searches of patient rooms in order to provide a safe living and therapeutic treatment environment.

POLICY: Montana Chemical Dependency Center recognizes that patients have the right to privacy, dignity and to be free from unreasonable searches. Patients, staff and visitors also have the right to a safe and therapeutic treatment environment. In order to provide a safe living and therapeutic treatment environment, periodical random room searches are necessary. While conducting room searches staff will look for unauthorized items as well as inspecting the condition of the room and its contents for unsafe conditions. When conducting a search, it will be carried out in a professional and courteous manner recognizing the intrusion to personal privacy that occurs.

PROCEDURE:

- I. The Safety Officer and Supervisor(s) will conduct searches.
- II. Drawing room numbers out of a container will determine room selection.
- III. The room's occupant(s) shall be present during room search and be informed of the purpose of search.
- IV. A systematic inspection will be made of the room and its contents.
- V. Staff will do a thorough search of the room by physically and visually inspecting all components of the room. Staff shall wear gloves when performing inspection.
- VI. Patients will be asked to empty the contents of drawers and closets on to their bed for inspection.
- VII. Night shift staff will conduct searches of unoccupied patient rooms and common areas on 1st, 2nd and 3rd floors, including but not limited to; group rooms, stairwells, bathrooms, showers, hallways, pantry's, alumni room, auditorium, cafeteria, janitor closets.
- VIII. Document the finding of any unauthorized items in the logbook and notify Supervisor. Follow Policy and Procedure #CTP14 Belonging Search and Safekeeping of Unauthorized Items for items other than illegal drugs/paraphernalia and weapons.
- IX. Documentation of searches will be entered into the Electronic Room Search File. Documentation entered into Room Search File will include, but not be limited to:
 - A. Date, time and location of search
 - B. Result of search
 - C. Corrective actions

- X. If illegal drugs or drug paraphernalia are discovered during a search, the items will confiscate immediately and the problem will be considered as a treatment issue for the patient(s).
- XI. Patient(s) Counselors will be notified.
- XII. Nursing Supervisor will be notified and a drug screen will be performed on identified patient(s).
- XIII. Administrator and Clinical Supervisor will be notified of situation.
- XIV. A progress note concerning outcome of search will be placed in patient's chart.
- XV. Local law enforcement will be notified for disposal of confiscated illegal items.
- XVI. Other types of unauthorized items will be disposed of by following the appropriate MCDC policy and procedure.
- XVII. Safety Officer and Maintenance Supervisor will address issues concerning safe condition of room and its components.
- XVIII. Unauthorized items include but are not limited to the following;
 - A. Medications, including over-the-counter items.
 - B. Food and beverages sent from outside the facility
 - C. Alcoholic beverages
 - D. Toiletry items that contain alcohol, unless approved by a supervisor.
 - E. Illegal drugs and /or drug paraphernalia.
 - F. Aerosol containers
 - G. Colognes and perfumes
 - H. Electronic equipment, including radios, TV's, cassette or CD player, laptop computers, hand held games, cell phones.
 - I. Reading material except AA books, self-help books and bibles.
 - J. Car keys
 - K. Cameras, musical instruments.
 - L. Hobby items including playing cards, cribbage boards, sewing items
 - M. Bleach
 - N. Weapons
 - O. Lighter fluid.
 - P. Smokeless tobacco, i.e. Copenhagen, etc.

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Name Title Date

Approved By: 10/30/02